Closing Document Checklist

Use this list to ensure you have all your closing documents

		Provided? Yes/No	Date Provided
ID for all applicants (Drivers license and/or Passport and/or PR Card)			
Completed Mortgage Application – signed by all applicants			
Privacy Agreement			
Agreement of Purchase and Sale of the subject property and all schedules/waivers			
Realtor Listing Sheet			
Verification of Income:	Letter of Employment		
	Recent pay stubs (x2)		
	Most recent year's Notice of Assessment (NOA) (if income fluctuates, e.g. hourly, then 2 years NOA's)		
	Recent W-2 Form with bank statements (if applicable)		
	Copy of lease agreement or full T1 Generals for rental income		
Separation agreement if applicable for Child Support/Alimony			
Solicitor's Full Contact Details (Lawyer's Details)			
Void Check (this check should be attached to your primary bank account where funds will be deposited and withdrawn from)			
Verification of Down payment (90 days history required) and closing costs (1.5% of purchase price) may be from many sources including:	Savings/Checking accounts		
	401 K Plan (Withholding tax may be considered)		
	Gifted Down payment – Gift Letter completed		
	Sale agreement of existing home/cottage/other property		